

## State Matching Funds For Established Literacy Services

(Libraries in Sixth and Subsequent Years of CLSA Literacy Funding)

### CALIFORNIA LIBRARY LITERACY SERVICE

#### BACKGROUND

Libraries which have completed five or more years of State support for adult literacy services in the California Literacy Campaign (CLC) may be eligible for funds under the California Library Literacy Service Act of 1990 (Chapter 1095 of the Statutes of 1990.) Section 18733.2 (b) (6) of the Education Code provides for funding of these programs.

The law states that allocation of California Library Services Act (CLSA) literacy funds for established library literacy services (*i.e.*, in sixth and subsequent years) shall be based on the amount of private and local public moneys available for the purposes of the California Library Literacy Service (CLLS) in that fiscal year. The percentage of match to be provided by the State shall not exceed 100% of each library's locally developed funds, *i.e.*, a dollar-for-dollar match. State grants are also limited by the amount of CLSA money available for literacy each year.

#### STEPS IN SEEKING FUNDS

To seek funding under this program, an eligible public library must do the following:

##### Step 1: Certification and Statement of Intent

1. Certify intent to carry out the purposes of the California Library Literacy Service with funds claimed as the basis for State matching under this program.
2. Certify the total amount of private and public funds budgeted for use in support of those purposes during the fiscal year.
3. Submit a Statement of Intent to request funding

A Funding and Certification Worksheet (Form CLSA-67), a Certification of Eligibility and Funding form (Form CLSA-68) and a Statement of Intent form (Form CLSA-69) in **original plus one copy** must be postmarked by **September 30**, and mailed to the California State Library, Budget Office, Literacy, for a library to be considered for matching funds in the current fiscal year.

## **Step 2: Funding Request**

1. Submit a Plan of Service
2. Submit a Proposed Budget

The State Library will determine the amount of funding for which each library intending to seek State matching funds is eligible, according to the provisions of the law. Each of these libraries will be sent a grant request package, including a Plan of Service and a Budget proposal form.

## **PURPOSES OF THE CALIFORNIA LIBRARY LITERACY SERVICE ACT**

Only that portion of locally budgeted private and public funds for literacy that are specifically intended to support the purposes of the California Library Literacy Service may be included in determining eligibility for State matching funds. For example, funds used for GED preparation, English as a second language, literacy in languages other than English, or tutoring of in-school youth or adults would **not** qualify as funds to be matched by the State. Neither may other CLSA funds, such as Families For Literacy, be counted for matching purposes.

The following activities are specified in the law as among the purposes of the CLLS:

1. Provide adult basic literacy instruction and related services through an English language literacy program.

("English language literacy instruction" is defined in the law as "development of basic skills of reading and writing in the English language." This assumes the learner has previously developed the ability to speak English.)

2. Be evaluated on the basis of statewide guidelines established by the State Library.

The State Library has determined that the following guidelines shall be implemented:

- a. Semi-annual reporting

The law also provides that the public library shall do all of the following in establishing and implementing the program:

1. Seek community and local government awareness and support for the program and develop a local commitment of resources for the program's continuation.
2. Develop cooperative relationships with other literacy service providers and participate in existing community adult literacy coalitions, in order to address the wide variety of literacy needs of the community and ensure an effective utilization of resources. The public library shall assist in the establishment of a community adult literacy coalition where none currently exists.
3. Recruit and train volunteers to provide tutoring and other services in public library and other community settings.

## **SUBMISSION OF DOCUMENTS**

Send an **ORIGINAL plus ONE** copy of all documents.

Postmark Certification and Statement of Intent documents by **September 30.**

Mail documents to:

**Budget Office, Literacy  
California State Library  
P.O. Box 942837  
Sacramento, CA 94237**

For further information or questions on this memo contact Carole Talan, Literacy Programs Coordinator, at 916-653-8032.

**Certification of Eligibility and Funding  
Matching Funds  
Fiscal Year \_\_\_\_\_**

CALIFORNIA LIBRARY LITERACY SERVICE

I certify that the public library of which I am director intends to carry out the purposes of the California Library Literacy Services Act (Section 18733 of the Education Code) in the current Fiscal Year.

\_\_\_\_\_  
Library Director Signature

\_\_\_\_\_  
Library Name

\_\_\_\_\_  
Library Director Name (printed)

\_\_\_\_\_  
Date

I certify that the public library of which I am an authorized fiscal representative has budgeted the following funds (total, from private and public sources) available to carry out the purposes of the California Library Literacy Services Act (Section 18733 of the Education Code) in the current Fiscal Year. (Note: This amount should be the same as the "Grand total", bottom line of CLSA-67, "Worksheet".)

\$ \_\_\_\_\_  
Amount

Authorized Signature, Fiscal Rep.

Date

\_\_\_\_\_  
Title

Name (printed)

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Library Name

**Funding Certification Worksheet**  
**Matching Funds**  
**Fiscal Year**\_\_\_\_\_

## CALIFORNIA LIBRARY LITERACY SERVICE

List below eligible private and public funds budgeted for the purposes of the California Library Literacy Service in the current Fiscal Year (attach additional pages if necessary):

**Note:** be sure to exclude funds for activities that are not for the purposes of the California Library Literacy Service Act (eg., portions of LSCA and other grants to be used for ESL, in-school-youth, etc.) and funds that will not be expended during this fiscal year (eg., portions of LSCA and other funds on a different fiscal year to be used after June 30.) In-kind contributions (eg., payments to VISTA Volunteers by The Corporation For National Services) cannot be used for matching.

	AMOUNT	
<u>SOURCE OF FUNDS</u>		<u>Private</u>
<u>Public</u>	\$	\$

Total

Grand total (sum of Private and Public)

**Statement Of Intent, CLSA For Literacy  
Matching Funds**

CALIFORNIA LIBRARY LITERACY SERVICE

Please use this form to indicate your intent to request or **not** to seek continued California Library Services Act (CLSA) literacy funding for the current fiscal year by completing and signing one of the following options. Return this form in **ORIGINAL plus ONE COPY** postmarked by **September 30**, to:

**California State Library  
Budget Office, Literacy  
P.O. Box 942837  
Sacramento CA 94237-0001**

If you intend to request funds for this fiscal year, please use this check list to assure that you have included the necessary additional completed forms:

\_\_\_\_ Funding Certification Worksheet (CLSA-67)  
\_\_\_\_ Certification of Eligibility and Funding (CLSA-68)

I intend to request State funds available under the provisions of Section 18733.2 (b) (6) of the Education Code for the current fiscal year. I understand that I will be notified by the California State Library of the amount for which my library is eligible, according to the provisions of the law, and that I will be required to submit a Plan of Service and proposed Budget utilizing the full eligible amount for literacy, subject to approval by the California State Library.

\_\_\_\_\_  
Library Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Director Printed Name

\_\_\_\_\_  
Library Name

**--OR--**

My library will **not** apply for CLSA literacy funds for the current fiscal year.

\_\_\_\_\_  
Library Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Director Printed Name

\_\_\_\_\_  
Library Name